

15 AUGUST 2002



Operations

**CONTINGENCY OPERATIONS DEPLOYMENT
ACTION TEAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AFMC WWW site at: <https://www.afmc-mil.wpafb.af.mil/pdl/>

OPR: HQ AFMC/XP-AO (Mr. Mike Haynes) Certified by: AFMC/XP-AO (Lt Col Thomas Fritz)
Supersedes HOI 10-2, 5 Feb 97

Pages: 8
Distribution: F

This headquarters operating instruction (HOI) does not apply to the Air National Guard or US Air Force Reserve units and members. This HOI provides for the formation of the AFMC Contingency Operations Deployment Action Team (CODAT). It applies to AFMC activities engaged in deploying AFMC teams during contingency situations and to supporting elements as noted in the HOI.

SUMMARY OF REVISIONS

This revision updates the preceding HOI through the use of current organizational identifications and operating procedures. It also includes provisions for the operation of the AFMC CODAT during the conduct of military operations other than war.

1. General. Experience has identified the requirement for timely response to requests for AFMC deployable forces using the Joint Operations Planning and Execution System (JOPES) database during crisis action planning and/or execution. The most significant need is the requirement for a planning and execution team to facilitate the command's deployments during contingencies, exercises, and Military Operations Other Than War (MOOTW). To meet the need, the AFMC CODAT was created to review and update AFMC data records required for deployment of AFMC resources and to issue command predeployment/deployment orders to all field units during contingencies and exercises.

2. Functional Description. The primary mission of the AFMC CODAT is to provide a single AFMC point of contact for AFMC installations, the AFMC Battle Staff (AFMC/BS), Unit Type Code (UTC) Functional Area Managers (FAMs), Joint Planning and Execution Community, Air Force components and joint commanders-in-chief on matters relating to tasking and deploying AFMC resources and capabilities. Manpower and equipment UTC requirements, including rotational deployments, will be worked with appropriate FAMs. Supply issues such as mobility bags, etc., will be worked through the AFMC Operations Office (AFMC/XP-AO).

3. Concept of Operation. The AFMC CODAT will operate as an integral part of the AFMC/BS and report directly to the AFMC Battle Staff Director. The AFMC CODAT is staffed by AFMC/XP-AO Operations Planners and command deployment points of contact as required. The CODAT will coordinate with headquarters FAMs as required to tasking requirements. FAMs will also work with the Manpower Personnel Readiness Center (MPRC) to address personnel requirements. During contingency operations and exercises, the AFMC CODAT will convene in Building 266, Room S035. When directed, members will assemble to review pertinent documents pertaining to the contingency or exercise. All personnel taskings and issues must be coordinated through the MPRC. Operations planners from the AFMC Operations Office (AFMC/XP-AO) will operate the Global Command and Control System (GCCS) also located in Building 266, Room S035 during contingency operations.

4. Responsibilities. The AFMC Battle Staff Director (Chief, AFMC/XP-AO) will direct the activation of the AFMC CODAT. AFMC CODAT personnel will make changes in the JOPEs database through the GCCS (i.e., changes in tasked bases units, unit type code (UTC) fragmenting, changes in people or equipment quantities, UTC shortfalls, etc.).

4.1. AFMC/BS Director will:

4.1.1. Report AFMC deployments to HQ AFMC/CC and headquarters staff.

4.1.2. Provide GCCS and JOPEs trained personnel to conduct day-to-day operation of the CODAT.

4.1.3. Direct deployment of command UTC resources.

4.2. AFMC CODAT will:

4.2.1. Receive taskings and review the Time Phase Force Deployment Data (TPFDD) to input or correct requirements in the TPFDD record.

4.2.2. Develop deployment preparation or deployment orders for tasked AFMC units in support of contingencies, MOOTWs, and exercises.

4.2.3. Send preparation or deployment orders to AFMC bases/units for action.

4.2.4. Provide a copy of the preparation or deployment order to Manpower Personnel Readiness Center (MPRC).

4.2.5. Validate movement requirements with FAM of all tasked Unit Type Code (UTC) deployments to the Air Force component commands.

4.2.6. Monitor deployment activities and provide copies of the deployment orders and TPFDDs to FAMs.

4.2.7. Manage AFMC's deployable UTC resources throughout the duration of the contingencies, MOOTWs, and exercises.

4.2.8. Identify, maintain, and monitor AFMC UTC taskings and sourcing contained in applicable JOPEs databases.

4.2.9. Monitor and manage joint and command wide GCCS newsgroups.

4.3. AFMC Command FAMs will:

4.3.1. Inform AFMC CODAT personnel immediately upon notification of a deployment tasking.

- 4.3.2. Perform required reviews and provide update data to AFMC CODAT personnel.
- 4.3.3. Coordinate all changes involving personnel actions with the tasked unit and MPRC.
- 4.3.4. Validate UTC taskings prior to the tasking being sent to the unit level.
- 4.3.5. Reference Chapter 9, AFMAN 10-401, Vol 1, Operation Plan and Concept Plan Development and Implementation for additional FAM responsibilities in the war planning process.

4.4. MPRC will:

- 4.4.1. Coordinate with FAMs to ensure the most effective use of personnel resources.
- 4.4.2. Work with CCV and SC (E&I Units), FAMs, and requesting unit on activation, deactivation, mobilization and demobilization of Reserve Component (RC).
- 4.4.3. Ensure RC Units are activated and mobilized before they are deployed.
- 4.4.4. Receive Deployments Requirements Document (DRD) from AEF Center. Compare and reconcile information in DRD with TPFDD information from CODAT.
- 4.4.5. Build and flow DRD or direct the base [Personnel Readiness Function (PRF) or Manpower readiness office to build the DRD] during AFMC exercises or when necessary.
- 4.4.6. Provide personnel deployment data to the AFMC CODAT, which may be relevant to other taskings/issues being worked.
- 4.4.7. Serves as the focal point for all Manpower and Personnel issues.

5. AFMC Installation Notification. AFMC CODAT will use the following procedures to notify AFMC installations of a developing contingency:

- 5.1. Situation(s) which have the potential to require the command involvement will be identified.
- 5.2. Command wide GCCS newsgroup(s) will be created.
- 5.3. Command wide messages will be prepared for transmission via newsgroups and/or secure electronic mail (e-mail).
- 5.4. AFMC installation plans offices will be notified of developing contingencies via telephone and directed to GCCS newsgroups and/or secure e-mail messages. GCCS newsgroups and/or secure e-mail messages provide AFMC installations the information, guidance, and direction necessary to prepare for and begin contingency operations.

6. Training Required. All AFMC CODAT personnel, FAMs, and MPRC personnel should receive the following training by contacting XP-AO for scheduling:

- 6.1. Air Force Contingency Wartime Planners Course (CWPC).
- 6.2. GCCS Combined Course.
- 6.3. JOPES Support Personnel Course (JSPC).
- 6.4. Deliberate Crisis Action Planning Execution Segments (DCAPES).

7. Operational Capability. The AFMC CODAT is capable of continuous operations under all types of battle staff configurations (i.e. response cell, fully manned battle staff). Operations can be conducted

within either close-hold (i.e., Special Category) or normal operating environments. The AFMC CODAT responds to various types of contingencies to include general war, MOOTW, and humanitarian assistance missions. Basic processes and procedures are essentially the same under all types of scenarios.

8. Manning Requirements. Two or three people are required per shift to staff the AFMC CODAT. (Note: AFMC CODAT can function with one person on duty and a second person on one hour telephone recall during response cell monitoring operations). Manning is determined by the level of activity and the breadth and depth of AFMC involvement. Ongoing, projected and potential operations will be considered when making manning decisions.

9. Position Requirements. All AFMC CODAT positions require a security clearance of TOP SECRET or higher, and are coded as "Key" and "Critical Sensitive." Personnel assigned to AFMC CODAT duties must process AF Form 2586, (Unescorted Entry Authorization Certificate), per HOI 31-201, *Command Center Physical Security, Access, Entry*.

10. Equipment Required. Four GCCS terminals, two local area network printers, one remote line printer, secure voice telephones, secure and unsecured facsimile machines, television (cable), classified shredder, and ready access to a classified copier are required to support AFMC CODAT operations. Equipment must be available to process classified information from the UNCLASSIFIED through TOP SECRET levels.

11. Secondary Mission. The secondary mission of the AFMC CODAT is to function as the lead response cell element of the AFMC/BS during the early, final, or monitoring phase of a contingency.

12. Tertiary Mission. The tertiary mission of the AFMC CODAT is to furnish various JOPES reports to the AFMC/BS. Examples of JOPES reports that may be required are Air Force aircraft tasking, aerial port of embarkation workload, origin workload, beddown installation tasking, etc.

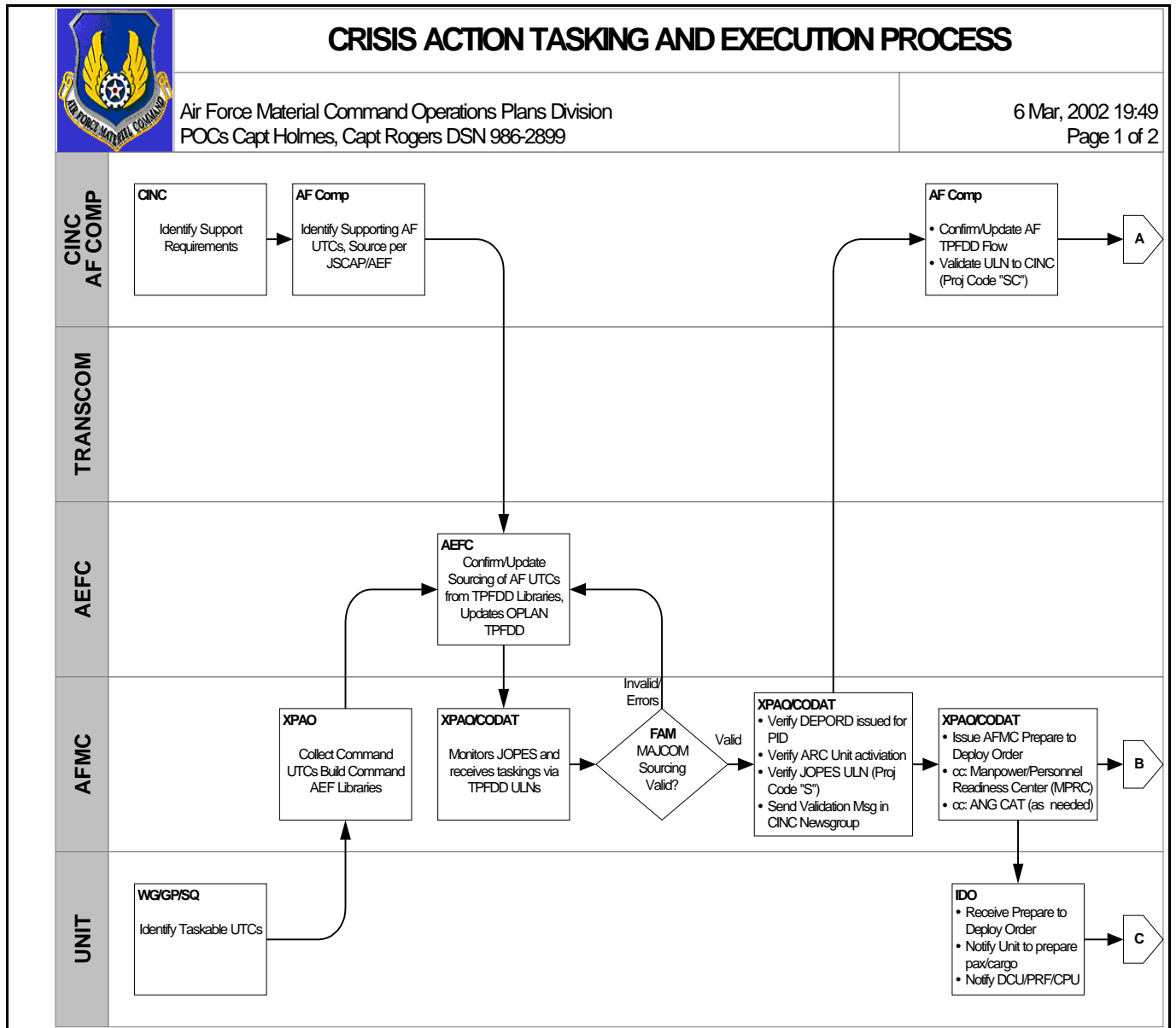
13. Deployment of AFMC Forces (UTC Tasking). See diagrams (attachment 1 and 2).

14. AFMC UTC Shortfall Process. See diagrams (attachment 3 and 4).

JOHN L. BARRY, Major General, USAF
Director of Plans and Programs

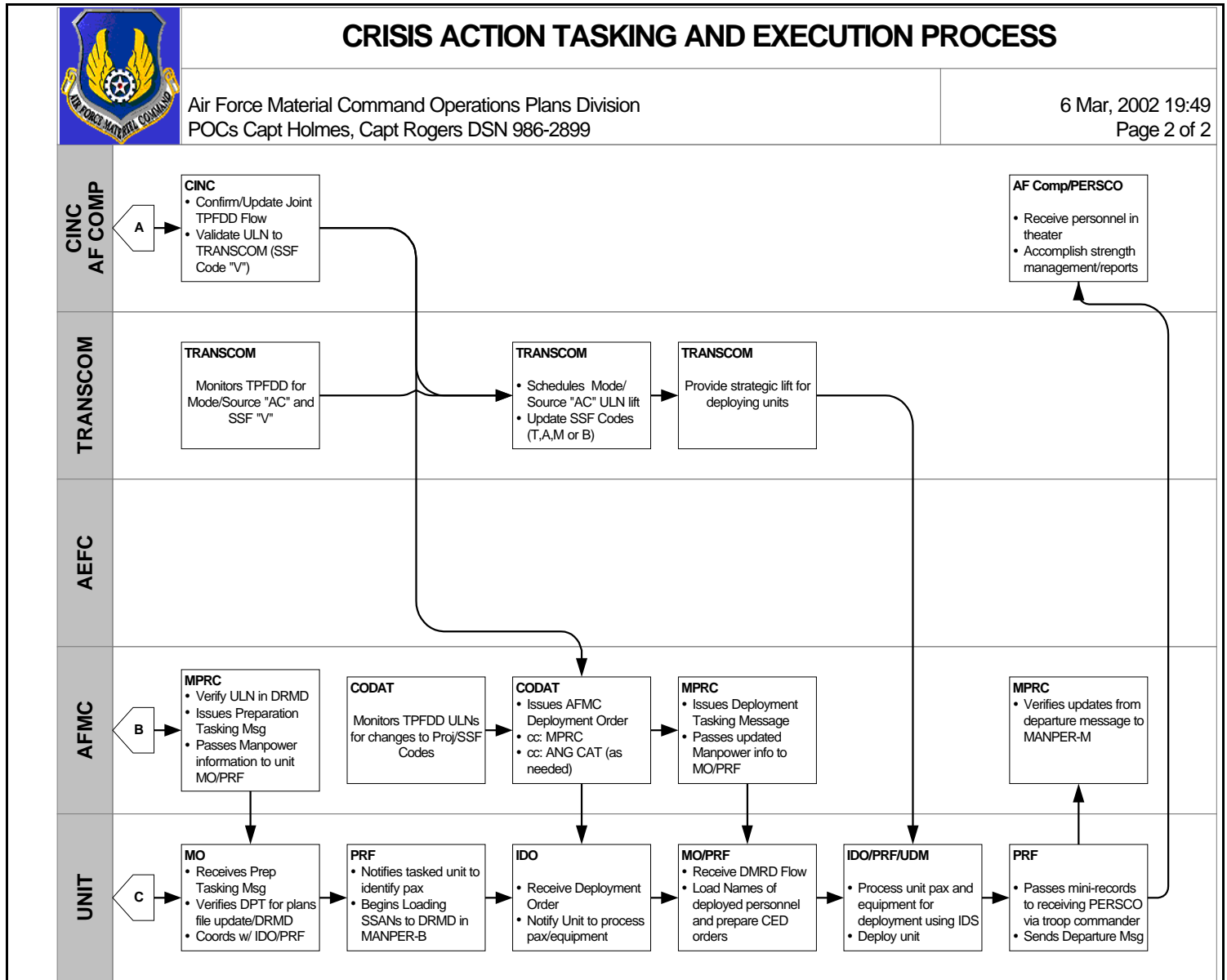
Attachment 1

CRISIS ACTION TASKING AND EXECUTION PROCESS, 06 MAR 2002, PART 1



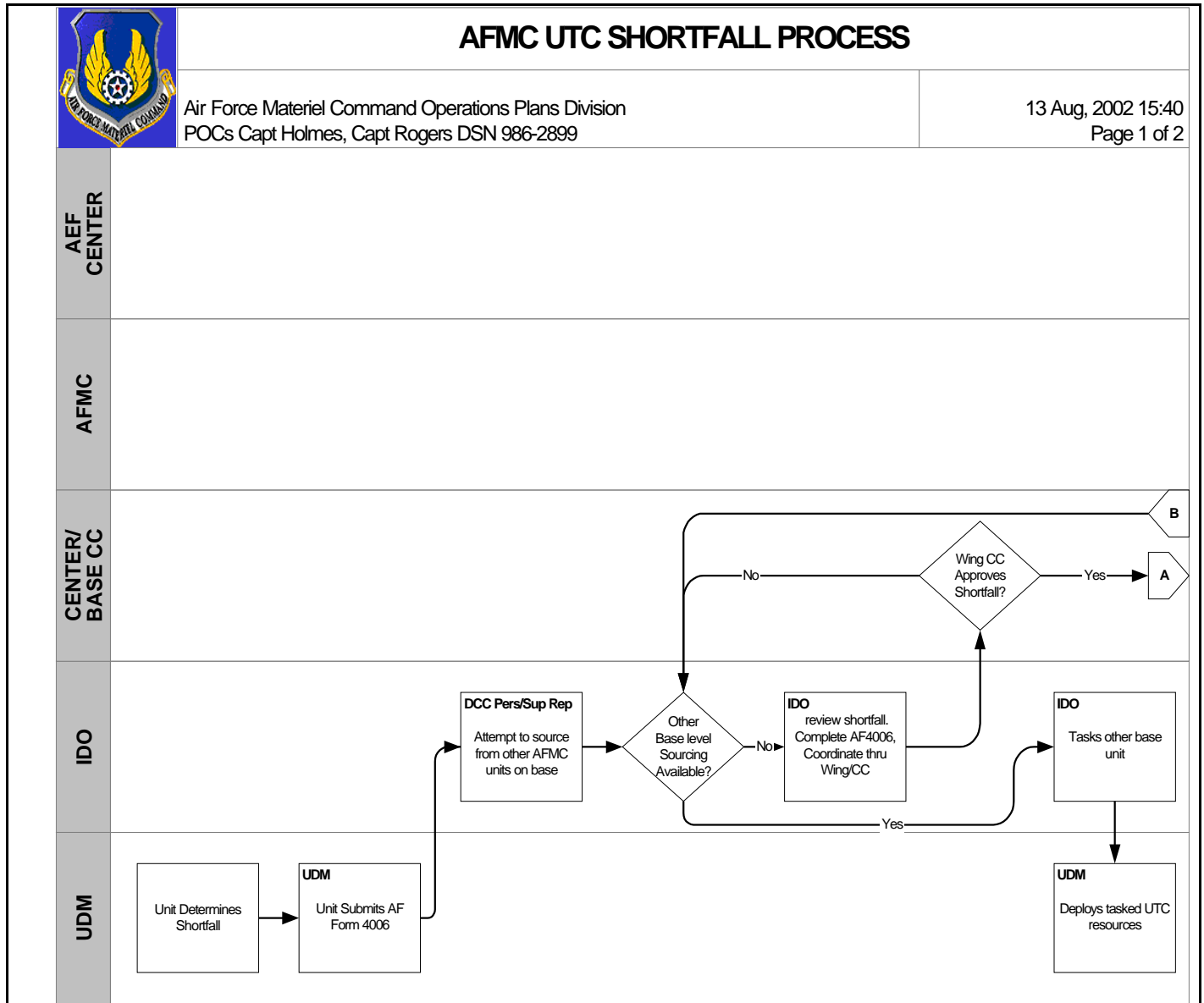
Attachment 2

CRISIS ACTION TASKING AND EXECUTION PROCESS, 06 MAR 2002, PART 2



Attachment 3

AFMC UTC SHORTFALL PROCESS, 13 AUG 2002, PART 1



Attachment 4

AFMC UTC SHORTFALL PROCESS, 13 AUG 2002, PART 2

